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8 JUL 1963

MEMORANDUM FOR: Deputy for Field Activities, OSA
Deputy for Technology, OSA

SUBJECT : Utilization of Systems Data Log (SDL)

1. The Office of Special Activities enjoys a rather unique situation in the Government structure in that it is not only responsible for the research and development of advanced reconnaissance systems but also for the subsequent operation of these same systems. Because of this juxtaposition within OSA of the Deputy for Field Activities (Operations) and the Deputy for Technology (Research), it is incumbent upon us that we take full advantage of both the research and operator skills available to us and insure that proper coordination is achieved in the development of the final product.

2. In pursuance of the above, the attached Systems Data Log (SDL) form has been developed for utilization within OSA. It is my desire that all systems or hardware currently under development, being modified or changed, or for which a requirement exists but development has not yet begun, be entered on an SDL form.

3. Attached are instructions for completion of the SDL form. This procedure is effective as of this date.

(Signed) Jack C. Ledford

JACK C. LEDFORD
Colonel, USAF
Assistant Director
(Special Activities)

Attachment:
As stated

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SYSTEMS DATA LOG
(SDL)

1. GENERAL - The Systems Data Log (SDL) is to be used for all systems or hardware under development, for which a requirement exists but development has not yet begun and for changes or modifications to existing systems. It may also, in some instances, be used as an instrument to initiate change or modification of other equipment, i.e. personal equipment, survival equipment, etc. It should be prepared in an original and two, the original being retained by the project officer in the Office of the Deputy for Technology and copies two and three sent to the Deputy for Field Activities and Programs Staff, OSA, respectively. All subsequent information, i.e. details of specifications, results of tests, etc. should be prepared by the project officer with similar distribution. It is necessary that the original be properly initialed in each section before the project can proceed.
2. COMPLETION INSTRUCTIONS
 - A. REQUIREMENTS - Include originator of requirement and project effected, along with a general statement of the requirement and designation of project officer.
 - B. SPECIFICATIONS - Itemize specifications in general with detailed specifications as submitted to/by contractor attached.
 - C. TEST OF PROTOTYPE REQUIRED - Indicate whether a prototype model is necessary for testing before final feasibility determination is made.
 - D. CONTRACTOR(S) - Self Explanatory.
 - E. COST - Self Explanatory.
 - F. MODIFICATION(S) OR CHANGE(S) - List each modification or change to new or existing equipment which significantly alters its original configuration.

- G. TESTS CONDUCTED - List each test conducted with results attached.
- H. ACCEPTANCE BY OPERATIONS - This indicates acceptance by operations of the equipment in its present configuration. (Does not preclude modifications at a later date).

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SYSTEMS DATA LOG (SDL)

A REQUIREMENT	DATE:	D/TEC	D/FA
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B SPECIFICATIONS	DATE:	D/TEC	D/FA
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1. _____
2. _____
3. _____
4. _____
5. _____

C TEST OF PROTOTYPE REQUIRED	DATE:	D/TEC YES	D/FA NO
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D CONTRACTOR(S):	E COST:
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F MODIFICATION(S) OR CHANGE(S)	DATE:	D/TEC	D/FA
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

G TESTS CONDUCTED	DATE:	D/TEC	D/FA
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

H ACCEPTANCE BY OPERATIONS	DATE:	D/TEC	D/FA
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